

COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

DENISE L. CROSS, ADMINISTRATIVE JUDGE

TIMOTHY D. WOOD, JUDGE

*301 West Third Street
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Website: www.mcoho.org/dr*

NOTICE OF VACANCY

NOTICE ISSUED: August 2, 2022

POSTING PERIOD: Through Friday, August 12, 2022

POSITION VACANCY: Parent Education Specialist

DEPARTMENT: Parent Education

POSITION LOCATION: Dayton/Montgomery County Courts Building,
301 West Third Street, 3rd Floor

PAY/SALARY: \$23.50 / hour, \$48,880.00 Annual Salary

BENEFIT PACKAGE: Position is full-time with benefits, including paid sick and personal leave, vacation leave after one year of service, pension, health care (with partial pay by employee).

This position is an AT-WILL EMPLOYEE serving at the pleasure of the Court.

Please review the attached position description for summary of qualifications.

Persons applying are required to complete an Application for Employment, and submit with a current resume before close of business 4:00 p.m. on the last day of the posting period.

Submissions shall be sent to Jennifer A. Petrella, Court Administrator: 1) via email at D.R.EmploymentOpportunities@mcoho.org or 2) submit in person or 3) via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402. Only timely and complete submissions will be considered.

AN EQUAL OPPORTUNITY EMPLOYER

www.mcoho.org/dr

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Domestic Relations
Revised: August, 2022

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| CLASSIFICATION TITLE: | Parent Education Specialist |
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| FLSA STATUS | Non-Exempt | EMPLOYMENT STATUS | Full-time |
| EXEMPTION TYPE | N/A | REPORTS TO | Parent Education Manager |
| CIVIL SERVICE STATUS | Unclassified | WORK SCHEDULE | 40 hours per week |
| POSITION INDICATOR | P03 | DEPARTMENT | Parent Education |

DISTINGUISHING JOB CHARACTERISTICS

Maintains responsibility for preparing and presenting parental education programs, conducting follow-up and performing related administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Makes presentations before parents mandated to participate in parental education program.

Answers participant's questions following the presentations and provides on-going information and support as needed through telephone consultation.

Prepares program presentation and handouts, and develops new program content and materials.

Ensures program content is accurate and up-to-date by attending continuing education training and professional meetings.

Prepares attendance lists, program completion certificates and orders to comply.

Orders and maintains community resource materials for distribution at presentations.

Inputs registration, completion, waiver, dismissal, and compliance data to retrieve for statistical reports.

Maintains parent education database.

Compiles statistical data and prepares year-end report on compliance figures.

Provides assistance and general information to public regarding Parent Education Department process and functions.

Facilitates mediations, assisting parties to discuss and reach agreement on issues within their case. May facilitate parties with developing custody and parenting time plans. Provides written agreements, and notifies Attorneys and Court regarding mediation outcome.

Disseminates information about program content, and serves as liaison with other jurisdictions.

Assists with community outreach.

OTHER DUTIES AND RESPONSIBILITIES

Maintains parent questionnaire tracking and filing system in absence of Parent Education Supervisor. Conducts telephone registration and prepares and mails Parent Education orders and questionnaires.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; telephone; copier, calculator, fax machine, telephone and other general office equipment; TV. Smart podium at Sinclair and DR court smart board.

CONTACTS WITH OTHERS

Divorcing parents; Attorneys; court staff from other jurisdictions; community social service agencies; Psychologists; Social Workers; general public.

CONFIDENTIAL DATA

Counseling reports concerning parties marital issues.

WORKING CONDITIONS

Good office working conditions. Exposure to parents who may be resistant to participating in mandated parent education classes. Conducting education sessions during morning, afternoon and evening hours.

USUAL PHYSICAL DEMANDS

*The following physical demands are **typically** exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently stands for extended periods of time while making presentations and sits while performing related administrative work. Employee converses verbally with others in person and by telephone. Vision demands occasional viewing of computer screen requiring close focus. Employee may have to transport materials / equipment to presentation which includes walking with roll cart. Employee will be responsible for completing presentations at varying hours and will work a flexible schedule where hours may include a 4 hour or 12 hour work day.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: human growth and development, behavior and pathology; family dynamics and divorce issues; negotiations; current practices for custody evaluation and mediation; Domestic Relations Court rules; Domestic Relations Court policies and procedures; applicable Ohio Revised Code; adult learning processes.

Ability to: understand, respect and empathize with parties from diverse backgrounds and socio-economic groups; remain neutral, objective and non-combative; exhibit good intuition and reading of people; identify and control conflict dynamics.

Skill in: presenting program topics in interesting and informative manner; oral and written communication; interviewing techniques; investigation; problem solving; public speaking; professional and unbiased demeanor; assessment, reasoning and observation; persuasion; negotiations; sensitivity and awareness of ethnic and cultural issues.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Bachelor's Degree in Social Work, Counseling, Psychology or related field, and five to seven years work experience as a provider of counseling, social work or psychological services to families.

After appointment, willingness and ability to complete mediation training that meets the requirements for Rule 16 of the Ohio Supreme Court, which includes 12 hours of general mediation training and forty hours of approved divorce mediation training.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Candidate will be required to be certified as a Mediator.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

The provisions of this job description do not constitute a contract, expressed or implies, and any provision contained in this description may be modified or revoked without notice.